



**Sheraton San Diego Hotel & Marina
Package & Freight Handling Form**

Event/Group Information	
Dates of Conference	
Company Name	
On Site Contact	
On Site Contact Number	
Email Address	
Room & Booth Number	

INBOUND PACKAGE HANDLING FEES

0 to 5 Pounds	\$5.00 each
6 to 20 Pounds	\$10.00 each
21 to 50 Pounds	\$15.00 each
Over 50 Pounds	\$25.00 each
Crates	\$50.00 each
Pallets	0.50 cents per lb.

OUTBOUND PACKAGE HANDLING FEES

Envelope	\$5.00 each
Box	\$10.00 each
Per Display Case/Crate up to 50 lbs.	\$15.00 each
Per Display Case/Crate 50 lbs. - 150 lbs.	\$25.00 each
Per Display Case/Crate over 150 lbs.	\$50.00 each
Per Pallet to palletize shipment	\$25.00 each

SHIPPING INSTRUCTIONS

Materials should be addressed as follows:

Sheraton San Diego Hotel and Marina
1380 Harbor Island Drive
San Diego, CA 92101

Name of Conference:

Hold for ***Exhibitor Name & Company:***

1 of 2, 2 of 2, etc.

****The price for receiving will be based on pounds and will include storage. If storage exceeds 3 days, a \$25 per item/day storage fee will be added. If the boxes are delivered within the three day allowed arrival time, no storage fees will be assessed. The weights will be taken off the FedEx, UPS or DHL boxes. These packages do not need to be weighed at the hotel. On rare occasions, packages may come from another source without weight information. In these cases, weights will be determined by the hotel scale. Shipments of any size will not be released to client, exhibitor or exhibition service company without proper billing information provided to hotel staff. Please contact Sheraton Hotel & Marina Package room with questions 619-692-2282.*